

CONFIDENTIAL

OTE 86-1003

10 February 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Paperwork Reduction

REFERENCE: Memo fm DDI to DDA (DDI 00252/86), dtd 16 Jan 86,
Same Subject

1. In late September 1985, our Chief/Training Support Division was contacted by [redacted] of the DI's Administrative Staff in connection with the DI's "Task Force on Paperwork Reduction" to discuss Form 136 (Request for Training at Non-Agency Facility) and Form 73 (Request for Internal Training). He was briefed on the unique purposes of the two forms, apparently to his satisfaction.

2. In that conversation, the following points were noted:

a. The Form 136 doubles as a contract to purchase training. (95% of external training carries some cost or expenditure of funds, either in tuition and/or registration fees, or travel and per diem, and special allowances.) This form was designed by OTE and OIS, [redacted]

[redacted] one copy is the input document to the computerized training records system; and one serves for the obligation of funds (most external training funding is decentralized, per O/COMPT). Also, per earlier agreement with the Office of Security's External Activities Branch, the Form 136 substitutes for submission of Form 879, Request for Approval of Outside Activity. Each block on

CONFIDENTIAL

CONFIDENTIAL

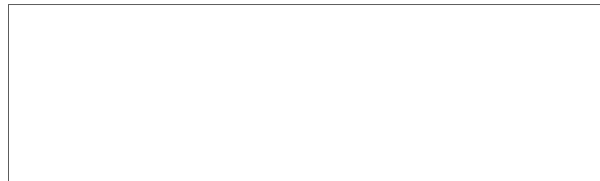
SUBJECT: Paperwork Reduction

the Form 136 has been carefully analyzed as to its objective. The information asked for in each block satisfies a specific requirement so although the form requires a lot of information, it is all needed. Redesign of the form would not be productive in our view. Automation, may be in order, but we need to see the results of automating Form 73 first.

b. Form 73 is a Request for Internal Training which incorporates substantially different information on the student. It requires none of the detailed financial or other regulatory information necessary for the Form 136. The Form 73 is currently being automated. This automation, which should become functional in late FY 1986, effectively resolves the concern expressed in the DDI's memorandum. Interestingly, this automation effort was accomplished with the support of DI's Analytical Support Group (ASG).

3. Because of the unique nature of the two forms, plus the fact that the Form 73 is being automated, OTE does not think combining these two forms is appropriate.

25X1



CONFIDENTIAL

CONFIDENTIAL

SUBJECT: Paperwork Reduction

25X1

EXO/OTE (10Feb86)

Distribution:

Orig - Addressee

~~1 - EXO Chrono~~

1 - OTE Registry

1 - C/TSD/OTE

CONFIDENTIAL